

## CHAPTER 4. COMPLETE INSPECTION REQUIREMENTS

### SECTION 1. BACKGROUND

**1. OBJECTIVE.** The objective of this task is to demonstrate that the examiner continues to meet the requirements for original designation and is conducting airmen certification duties as authorized. Successful completion of this task results in the continuation of the examiner's designation.

**2. GENERAL.** All examiners must be inspected at least once a year for renewal. National and regional guidelines may require more frequent inspections. Inspections must include at least one visit every year by an aviation safety inspector (ASI) to the examiner's base of operations.

*A. Requirement for Performing Inspections of Examiners.* In addition to the annual inspections, the following circumstances may cause the need for further inspections of an examiner during the year. An additional inspection should involve observation of the examiner administering at least one complete practical test to satisfactorily accomplish this additional inspection.

(1) High activity examiners (e.g., one who conducts at least 50 practical tests in a given quarter);

(2) An examiner's practical test passing rate exceeds 90 percent;

(3) An examiner conducts three or more practical tests on a given day;

(4) An examiner's certification file errors exceed 5 files or more within the preceding 12 calendar-months;

(5) An examiner is the subject of a valid public complaint; or

(6) An examiner is involved in an accident, incident, or violation of the regulations.

*B. As Needed.* An examiner may be tested at any time the Flight Standards District Office (FSDO) deems an examiner's performance indicates that further inspections are needed.

*C. National Designated Pilot Examiner (NDPE)/Flight Engineer Examiner Registry (FEER) Examiners.* NDPE/FEER Manager, Technical Programs Branch, AGL-230, is responsible for conducting inspections and supervising each NDPE/FEER examiner's activities relating to vintage aircraft. The FSDO holding the examiner's Certificate of Authority is responsible for conducting inspections and supervising the examiner's activities not relating to vintage aircraft.

**3. METHOD OF EVALUATION.** In order of preference, an ASI may use any of the following methods to evaluate an examiner:

*A. Observe a Complete Practical Test.* An ASI observes the examiner conducting a complete practical test. For an examiner who conducts the majority of tests in aircraft unsuited to carrying an ASI, a complete oral test will be observed. For the purposes of this subparagraph, a complete practical test is a test that has advanced to the flight/simulator portion of the practical test. If the supervising FSDO is unable to observe the examiner conducting a flight/simulator portion of the practical test, the examiner must be evaluated in flight/simulator by the preferred recommended methods (i.e., by the methods listed in paragraphs B or C below) at least once every 24 months.

*B. Act as an Applicant.* The ASI acts as the applicant for a practical test.

*C. Test on Selected Maneuvers.* The ASI tests the examiner on selected maneuvers to assess the examiner's flight proficiency and ability to evaluate in accordance with (IAW) the Practical Test Standards (PTS).

**4. TESTING PROCEDURES.** The testing procedures used to conduct the examiner evaluation will be IAW the procedures described for initial designation in chapter 2.

*A. Unsatisfactory Performance.* If an inspection indicates a deficiency in the technique, standards, or judgment of the examiner, the FSDO must initiate appropriate training to correct the deficiency. The

examiner's testing privileges must be suspended until the examiner accomplishes a satisfactory inspection.

*B. Cancellation of Authority.* If an examiner's performance is unsatisfactory to the extent that additional training is unsuccessful or is inappropriate, the FSDO must initiate action to cancel the examiner's authority.

*C. Lack of Qualification or Competency.* If the ASI has reason to believe the examiner may not be qualified and/or competent to exercise the privileges of

the examiner's pilot/flight instructor certificates or ratings, the FSDO must initiate proceedings to reexamine the examiner under the provisions of Title 49 of the United States Code (49 U.S.C.) § 44709.

*D. Enforcement Action.* If warranted, the FSDO must initiate an enforcement investigation of the examiner.

*E. Recordkeeping.* Reports of examiner inspections are retained by the supervising FSDO.

## SECTION 2. PROCEDURES

### 1. PREREQUISITES AND COORDINATION REQUIREMENTS.

*A. Prerequisites.* This task requires knowledge of Title 14 of the Code of Federal Regulations (14 CFR) parts 61 and 91, the ability to apply current Federal Aviation Administration (FAA) policies and procedures, and the knowledge and skill to conduct airman testing IAW the applicable regulations and PTS.

*B. Coordination.* This task will require coordination with the supervising ASI and may require coordination with a pilot applicant.

### 2. REFERENCES, FORMS, AND JOB AIDS.

*A. References.*

- Title 14 CFR parts 1, 61, and 91
- All applicable practical test standards

*B. Forms.*

- FAA Form 8710-1, Airman Certificate and/or Rating Application
- FAA Form 8060-4, Temporary Airman Certificate
- FAA Form 8060-5, Notice of Disapproval of Application

*C. Job Aids.*

- None

**3. PROCEDURES.** The examiner coordinates with the supervising ASI to schedule the inspection. If the inspection will include the observation of the examiner

conducting a practical test with an actual applicant, the examiner schedules the appointment at a time agreeable to the applicant. The ASI will make every effort to adjust his or her schedule accordingly. Further steps in the inspection should be completed IAW the procedures described for initial designation in chapter 2, section 2, paragraph 3, as applicable.

**4. TASK OUTCOMES.** The successful completion of this task results in the notation of a satisfactory inspection in the examiner's file and the continuation of the examiner's designation. Unsatisfactory performance may result in additional examiner training, another inspection, suspension of testing privileges, and possible cancellation of the examiner's authority. Unsuccessful performance could also result in reexamination or an enforcement investigation.

**5. FUTURE ACTIVITIES.** Future activities by the examiner may include the following items.

*A.* Recordkeeping for all applicants that the examiner tests for airman certificates and/or ratings.

*B.* Continuing to satisfactorily perform certification activity.

*C.* Participation in aviation safety programs and events.

*D.* The addition of other examiner authorizations.

*E.* Application for designation renewal before the annual expiration date.

*F.* Accomplishment of other inspections.

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